

VAT Refund Request Processing Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the receipt of your VAT refund request submitted on [Insert Submission Date]. Your request is currently being processed, and we aim to complete the review within [Insert Time Frame].

If any additional information is required to facilitate the processing of your request, we will reach out to you directly via the contact information provided in your submission.

Your reference number for this request is [Insert Reference Number]. Please keep this number for your records.

Thank you for your patience in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]